



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Airport Communications Supervisor
Posting Number	PN# 110071
Department	Houston Airport System
Division	Public Safety & Technology
Section	Control
Reporting Location	2800 North Terminal Road
Workdays & Hours	Shift work, including rotation, weekends, and holidays*

\*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Supervises employees responsible for emergency and non-emergency communications, airport alarm system signals and inspections and testing working condition of communication equipment. Schedules working shifts, vacation, and holiday requests, mandatory training, conducts employee meetings, coaches and counsels employees regarding disciplinary actions. Investigates and resolves complaints for the traveling public, airport tenants and employees. Provides performance evaluations for employees of the section. Maintains high level of Customer Service.

WORKING CONDITIONS

Performing these duties will involve: Observing and differentiating details, projecting and choosing a course of action, ability to deal with a diversified group of people; understanding spoken and written information; speaking and writing effectively; produce innovative ideas; adjust to critical and demanding work; driving city vehicles; adjusting to interruptions and changes; attending to details amid distractions; working with a minimum of supervision; dealing with people in, occasionally, tense situations; recognizing sound, tone and pitch; working as a member of the team; and lifting up to forty (40) pounds; Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Associates degree in Social Science, General Studies, Business Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of experience as a Senior Telecommunicator in a major airport terminal handling a variety of communication activities or in a related major facility handling a variety of communications equipment are required. Experience as a Senior Telecommunicator in a major airport terminal handling a variety of communication activities or in a related major facility handling a variety of communication equipment may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference to candidates with airport, security or law enforcement senior telecommunicator experience. Certification of successful completion of a telecommunications training program in compliance with the Texas Commission on Law Enforcement (TCLEOSE) guidelines.

SELECTION/SKILLS TEST REQUIRED

The selection process will involve application review, work sample exercise and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20	
\$1,151.00 - \$1,397.00 Biweekly	\$29,926.00 - \$36,322.00 Annually

OPENING DATE

APRIL 19, 2006

CLOSING DATE

MAY 9, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.